

Job Description

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Job Posting Notice**Job Details**

Job ID:	315570	# of Positions:	1
Business Title:	Clerk		
Civil Service Title:	COMMUNITY ASSISTANT	Title Code No:	56056 Level: 00
Title Classification:	Non-Competitive		
Job Category:	Legal Affairs		
Career Level:	Entry-Level	Proposed Salary Range:	\$ 34,814.00 - \$ 34,814.00 (Annual)
Work Location:	360 Adams St., Brooklyn		
Division/Work Unit:	Grand Jury		

Job Description

The Kings County District Attorney's Office, located in the Metrotech area of Brooklyn, New York, has an exciting opportunity to work in the Grand Jury Bureau as a Clerk.

The preferred candidate will be responsible for the following:

- On a daily basis, pick up the outcards for the AP-1 calendar from the Grand Jury Witness Room and bring to AP-1.
- Crosscheck case folders/outcards against calendar. Prepare outcards for unaccounted cases.
- Review the outcards/ files for all cases to be reduced on the AP-1 calendar to ensure that the necessary documentation is attached. Alert appropriate assistant/deputy in case of missing documentation.
- Review the weekly Restore and Reduce list. Check that the necessary procedures were followed and that the necessary documentation is attached to the folders/outcards. Alert appropriate deputy when procedures were not followed correctly and/or missing necessary documentation.
- Organize files/outcards so that all documents for the AP-1 court part are easily accessible.
- Liaison between the AP-1 court part and the Grand Jury Bureau as to all cases on the AP-1 calendar.
- Record the action taken with respect to each and every case on the AP-1 calendar. Clearly and legibly note said action by its appropriate code on the daily calendar.
- Prepare Orders of Protection when requested by the assigned ADA.
- Prepare a list of 180.80 cases in which there has yet to be Grand Jury action by noon and fax it to the AP-1 desk. Closely monitor these cases with the AP-1 desk and appropriate deputy/deputies.

Minimum Qual Requirements

1. There are no formal education or experience requirements for this position. However, the ability to understand and carry out simple instructions is required.
2. Candidates must be able to understand and be understood in English.

Preferred Skills

Applicant should possess :

- Excellent time management skills.
- Excellent communication skills.
- Excellent computer skills.
- interpersonal skills
- Excellent writing skills.
- Must be courteous and professional.
- Must be organized and detail oriented.
- Must have a working knowledge of the District Attorney's Office Case-Tracking and Office of Court Administration Computer System.

To Apply

Click the 'Apply Now' button.

We appreciate the interest and thank all applicants who apply, but only those candidates under consideration will be contacted.

Residency Requirement

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

POSTING DATE: 12/07/2017

POST UNTIL: 12/15/2017

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